MEMORANDUM

DATE: December 9, 1992

TO: Cathie Cotton

FROM: Rick Trippel

RE: Miscellaneous tasks to complete during wrap-up of
drilling activities - Project 04011.02.

1. Install bumper posts around wells at the MW-5, MW-6, MW-8 and MW-9 clusters (call me re: details).

2. Bring all Hermit equipment on-site back to office (to me).

3. Label all monitoring wells - at least with the punch.

4. Leave all soil samples, except landfill samples, in one place in the trailer. Label soil sample boxes with site name, boring number, and depth of samples.

5. Dispose of LF-1 samples at the soil pile adjacent to the well. Put the used sample bottles in the dumpster. Hold samples from LF-2 and LF-3 until further notice from Liz Uhl.

6. Tie caution ribbon around soil cuttings at each landfill boring.

7. Label clean and wastewater tanks at decon area.

8. Use EMANCO for next wastewater pickup so that we can use the manifest form with EMANCO's name listed as the transporter. More manifests (4) signed by Mary Beth Novy should arrive at the site via 2nd day Fedex the middle of this week. The transporter's name and US EPA ID number (items 5&6) will be blank on the new manifests.

9. Bring the original or a legible copy of the well installation summary table back to the office.

10. Make legible copies of any original survey notes, boring logs, or well construction detail sheets that are at the trailer. Leave the copy at the trailer and bring the originals back to me.

11. Sort through equipment and files at trailer and return whatever we can/should to the office. Throw away all trash.

12. Store well materials for MW-10 through MW-13 in the trailer if ground water sampling is completed and the wells

have not been installed when other drilling activities have
been completed.

13. Bring summary table of quantity and loads of water
picked up from City of Albion since drilling began to the
office.

14. Make sure we have photos of all rock cores. Bring
photos back to the office.